

<b>DOCUMENTATION</b>
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**ALL APPLICANTS MUST PROVIDE THE FOLLOWING****EVALUATION CRITERION:****I N V O L V E M E N T     O F  
MINORITIES/WOMEN****(Part of Program Narrative)**

In accordance with 392(f) of the Act, the Agency will give special consideration to applications that foster ownership of, operation of, and participation in public telecommunications entities by minorities and women. NTIA has not established any minimum minority or women participation requirements for special consideration in PTFP evaluations in order to carry out the objectives of the statute. Rather, NTIA believes that the Congressional intent can be achieved in a fair and flexible manner by taking into account all factual circumstances that might lead to special consideration.

The PTFP Rules, in 2301.5, provide the following clarifications about special consideration.

*“Ownership and operation of” includes the holding of management and other positions in the entity, especially those concerned with programing decisions and day-to-day operation and management.*

*“Participation” may be shown by the entity’s involvement of women and minorities in public telecommunications through its programming strategies as meeting the needs and interests of those groups*

*“Minorities” include American Indians or Alaska natives; Asian or Pacific Islanders; Hispanics; and Blacks, not of Hispanic Origin.*

Employment of minorities or women is not the only way in which NTIA may assess whether an application promotes significant diversity in the ownership of, operation of, and participation in, public telecommunications entities by minorities and women. NTIA is also interested in outreach efforts, audience development, and programming strategies. One stated purpose of this program is to respond to the educational, cultural and related programming needs of diverse groups.

Applicants should provide a narrative (with supporting documentation when necessary) which documents the participation of women and minorities in the station’s ownership and management, especially those concerned with programing decisions and day-to-day operation and management. In preparing their material, applicants should take care to clarify whether they are discussing women, minorities (minorities can be considered as a single group, but the predominant group should be identified as such), or a combination of women and minorities (where the predominant group/gender should be identified, and applicants should express whether they are discussing women or minorities in the case of an individual who is a female minority.)

<b>EXHIBITS</b>
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The following items of documentation are required as indicated:

**FINANCIAL CERTIFICATION****(Exhibit A, page 6)****ALL Applicants**

Applicants filing the initial application must attach a discussion to the form provided which explains in detail how they will raise the funds necessary to match the requested Federal funds and pay any ineligible costs.

Applicants for construction projects must also

explain how they will have the funds necessary to operate the facilities once constructed.

**INVENTORY****(Exhibit B, page 7)****ALL CONSTRUCTION  
Applicants**

Construction grant applicants must include an inventory per the instructions found on page 7.

## **EQUIPMENT JUSTIFICATION**

### **(Exhibit C) ALL CONSTRUCTION Applicants**

Applicants to establish a facility, expand a facility or convert to Digital TV should include an explanation of how the equipment requested is necessary to provide the intended service.

Applicants for replacement, improvement or augmentation projects should thoroughly document the need and urgency of any equipment requested. Applicants are encouraged to submit the following types of documentation to support the urgency of equipment replacement: maintenance logs, letters documenting unavailability of parts, independent engineer's evaluations, photographs, or other justification.

## **MAPS/DOCUMENTATION OF COVERAGE**

### **(Exhibit D) REQUIRED ONLY..**

(1) from applications which propose construction of new facilities (either broadcast or distance learning); or

(2) from stations claiming to be a sole service station under Priority 2 or Digital TV conversion Subpriority A which have significant overlap with other stations in the coverage area.

These applicants should provide maps of the station's coverage area and documentation of the number of people receiving service. In the case of broadcast applicants, information should be provided regarding the number of people receiving "first service" or "sole service". In the case of distance learning applicants, information should be provided regarding the number of people to be served by the project.

## **LETTERS OF SUPPORT**

### **(Exhibit E) APPLICANTS for new broadcast or distance learning facilities**

Letters may be submitted to document community support and willingness to participate in the project.

## **ASSURANCES AND CERTIFICATIONS**

### **(Exhibit AA) ALL Applicants**

ALL Applicants must include **signed copies** of the following: (a) pages 8 & 9 (Assurances - Non-Construction Programs, SF 424B), (b) pages 10 & 11 (Certifications Regarding Debarment...Drug Free Workplace.. and Lobbying, CD-511), and (c) if applicable, pages 12 & 13 (Disclosure of Lobbying Activities, SF-LLL).

## **TRANSMITTAL - State Single Point of Contact**

### **(Exhibit BB) ALL Applicants**

Applicants must send pages 1 and 2 of their application form to the State Single Point of Contact (SPOC) for all states served by the project if that state has an SPOC office. Place photocopies of signed and dated transmittal letters to the SPOC in this exhibit.

## **ELIGIBILITY DOCUMENTS**

### **(Exhibit CC) REQUIRED ONLY..**

from non-profit organizations which have never received a grant from PTFP. Applicants must provide a copy of their Articles of Incorporation, By-Laws and IRS 501(c)(3) non-profit letter or other evidence of non-profit status.

## **DISTRIBUTION AGREEMENTS**

### **(Exhibit DD) REQUIRED ONLY..**

from applicants who are dependent on another organization to distribute programming to the service area. Copies of Distribution Agreements are usually required from cable production and radio/TV reading services when the applicant has been donated or leases facilities to distribute the programming to the intended users.

Distribution agreements are also required from repeater/translator stations rebroadcasting the signal of a station not owned by the applicant.

## **APPLICANT FOR FUNDING ASSISTANCE**

### **(Form CD-346) PRIVATE, NON-PROFIT APPLICANTS**

ONE COMPLETE SET of the CD-346 forms must be submitted by each applicant that is a private,

non-profit corporation (community licensees, *private* colleges, etc.) The forms request information regarding key individuals in your organization, such as (1) each officer (chairman, president, vice-president, secretary, treasurer, etc.) (2) executive director/general manager, (3) chief fiscal officer/business manager, and (4) project director of the proposal.

The name of the individual completing the form should go in box 1 on the first page of the form. The name and address of the applicant organization goes into box 5.

CD-346 forms *do not* have to be filed by entities that are part of state or local government, including state and city universities and colleges, nor by Indian tribal governments.

#### **FCC DOCUMENTS            CONSTRUCTION    applicants requiring new    FCC authorizations**

No grant will be awarded for a project requiring FCC authorization for construction until confirmation is received by NTIA from the FCC that the necessary authorization will be issued.

PTFP urges applicants to submit applications to the FCC as early as possible, perhaps 60 days prior to the PTFP Closing Date, especially for those authorizations requiring the FCC to place the applications on public notice. Applicants submitting copies of their applications to the FCC after the Closing Date do so at their own risk.

It is the applicant's responsibility to submit applications to the FCC so that the FCC has sufficient time to process the application and make the necessary notification to NTIA. For the usual PTFP grant cycle with a closing date in winter/early spring, the final FCC notification usually takes place in mid-summer.

In order for PTFP to evaluate the need for the equipment requested, copies of the following FCC applications (or equivalent engineering data) and licenses relevant to the project must be submitted **with the PTFP application**. This includes applications for permits, construction permits and licenses already received for:

- “ Construction of a Broadcast Station or Translator;
- “ Microwave facilities (*all* locations marked to correspond with descriptions in the Narrative or other parts of this application);
- “ ITFS authorizations; SCA authorizations
- “ Requests for Extension of Time.

Multiple FCC applications/licenses should be separated by divider sheets, identified by tabs, and placed on the back panel of the application folder or as the last item in the application, at the back of the file folder.

For Studio-to-Transmitter links (STLs), remote pick-up units and satellite uplinks, applicants should include in the PTFP application a copy of the FCC application ***as it will be submitted to the FCC, or the equivalent engineering data sufficient to evaluate the equipment request.***

For radio or television authorizations where the FCC limits filing of applications to a fixed period of time (“window”), you must include in your PTFP application copies of the FCC applications ***as they will be filed with the FCC*** if the PTFP Closing Date is before the FCC “window”. Once a “window” is opened by the Commission, however, the FCC application must be filed promptly and PTFP must be notified of the FCC file number

NTIA makes every effort to keep itself informed of FCC developments pertinent to PTFP applications. PTFP needs to have the FCC file numbers of all pending applications related to the proposed project as soon as the number is received by the applicant. If PTFP does not have the correct file FCC number, it may not be possible to complete the necessary PTFP/FCC coordination, and NTIA would be unable to offer a grant to an otherwise worthy applicant. NTIA does not inform PTFP applicants about the status of their FCC applications. Applicants should closely follow their situation at the FCC to assure that the FCC and NTIA are aware of the most recent developments concerning their FCC authorization.

***If any changes are made to pending FCC applications during the time your proposal is under PTFP consideration, copies must be filed with PTFP. Copies of any relevant authorizations, extensions, or other communications received by the applicant from the FCC during PTFP's consideration of the proposal should also be forwarded to PTFP.***

#### **OPTIONAL MATERIAL**

You may submit additional exhibits you believe will be relevant to support the application. PTFP will not accept tapes, cassettes, CD's or other multimedia. **Please provide a Table of Contents of the exhibits included in the application.**